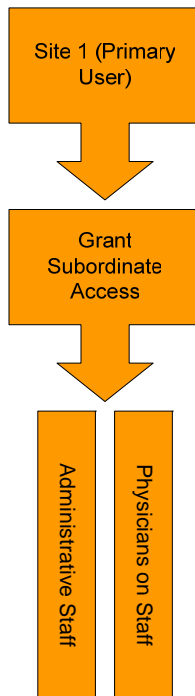


Scenario 2. Provider Registration and Security Access for a Group Practice with One Site and Multiple Physicians

In this scenario, the provider is a group practice office with one site location and three physicians employed exclusively by the group. The primary user will manage security access to the Provider Online Service Center (POSC) for the group practice.

Group practice office \implies one site location \implies one MassHealth legacy group ID \implies three physicians employed exclusively by the group.

- This site location receives a security access registration letter that includes a provider identification number (PIN), NewMMIS provider ID/service location, and legacy (current) MassHealth provider number.
- The site location must designate a primary user to manage access to the POSC. (See definition of primary user below.)
- The primary user at the site must establish subordinate IDs for individuals within the organization, and grant access to the POSC transactions (see list of POSC transactions in the sample letter attached to [All Provider Bulletin 181](#)) applicable to the individual's job function at the group practice.



Primary User – a designated individual within an organization who will administer and be responsible for managing the access to the Provider Online Service Center (POSC). The primary user will be the only person with authority to establish subordinate access, delete subordinate access, update subordinate access, and reset passwords for subordinates for members of the organization. Additionally, the primary user will be able to link to billing intermediaries and other entities (for example, affiliated offices) to share data and/or grant them access to perform services on the organization's behalf.